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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 November 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 44, 4 - 10 November 1958

*Convincing*

1. A Typing Champion Visits 1016 16th Street. Mr. George L. Hossfield, Director, Teacher's Advisory Service, Business Education Division, Underwood Corporation, gave an enlightening and (~~inspiring~~) typing demonstration for one hour to approximately 150 Agency employees who are typists. This ten-time world professional champion, who types 139 words a minute for one hour's typing on unfamiliar material, showed the proper techniques and procedures necessary for expert typing on both the manual and electric typewriters. This excellent demonstration was well received by the group and therefore was considered worth while.

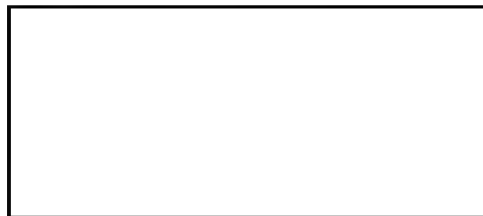
ILLEGIB  
ILLEGIB*a very competent teacher*

2. Numbers in Clerical Induction Training. During the week of 3 November 1958, there were 68 people in Clerical Induction Training. Of these, 10 were entering for the first time.

3. Numbers in Clerical Orientation Training. There were 23 people in Clerical Orientation for the week of 3 November 1958.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 3 November 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	5	1
Typewriting	10	8



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